

Career & Technical Education Instructions for Completing Excel Course Offering Form

Please print and read completely before you begin. Make a copy and keep as a reference when entering data.

Quick Overview of Form

The workbook is divided into the following three areas: District Information, Special Comments, and School Information.

1. District Information – this worksheet is for districts to identify high schools offering career majors and middle schools offering exploratory CTE courses.
2. Special Comments - this worksheet is for districts to indicate if students are starting career majors at the high school and completing career majors at another school (i.e. an Area Technology Center).
3. School Information – this worksheet is for course offerings information to be entered. There are four sections to complete:

Program Area/Career Major - in the program area/career major section, the program areas and career majors are provided. This section covers columns A-B. Look at the top of the worksheet to locate alphabetized columns.

Courses - In the courses section, there are three columns to complete for each course:

- a pull-down list of recommended and elective courses (in parentheses) to select,
- teacher names to enter,
- a pull-down list of credits to select.

This section covers columns C-W. Look at top of worksheet to locate alphabetized columns.

Additional/Rotational Courses - In the additional courses not listed/rotational courses section, there are three columns to complete (four columns to complete if entering a rotational course):

- additional courses not listed and/or rotational courses to be offered
- the year to be offered if a rotational course
- teacher names to enter
- a pull-down list of credits to select

This section covers columns AM-AT. Look at top of worksheet to locate alphabetized columns.

General Instructions

Complete the district and school information by entering and/or selecting the correct information from the pull-down lists. Tab to any box or click anywhere in a box for a pull-down arrow to appear. Click on arrow for pull-down lists to appear. For the sections without a pull-down arrow, you must enter the information. If a mistake is made while clicking and/or entering data, hit the delete key and start again. Click the mouse, use the tab key, or use the scroll bars to navigate through the form.

Instructions for Completing District Information Worksheet

To enter your district information, click the District Information tab at the bottom of the screen, and do the following steps:

1. District Name – click in the box, click on arrow for pull-down list of district names, scroll to find your district, and click to enter.
2. School Year - provided for you.
3. District Contact – **enter** name of CTE Coordinator (no pull-down list provided).
4. Contact E-mail Address – **enter** CTE Coordinator e-mail address (no pull-down list provided).
5. School #1 – Enter the name of the school. Be sure to list High Schools and Middle Schools separately. You must enter a school name here for it to be listed on the individual school worksheets. Please abbreviate High School with “HS” and Middle School with “MS”.
6. **Repeat step #5** for each of your schools. Remember to enter each school separately.
7. If your school does not appear in the pull-down list, go to the bottom of the worksheet and enter the name of your school and the school # where you have entered the information for that school.
8. If there are more than 12 schools in your district, two Excel workbooks will be required. Please note the specific instructions for labeling them in the instructions at the end for submitting forms to KDE.

Instructions for Completing the School Worksheet(s)

After the district information worksheet is completed, enter your course offerings information. Do the following steps:

1. Click on School #1 on district worksheet or click on School 1 tab at the bottom of screen. Both actions take you to the worksheet where you will enter course offerings information for School #1.

2. If you have entered the school name on the District worksheet it will be at the top of the page. If not, go to the District page to enter school name.
3. Click on the career major and tab to Course #1.
4. Click on arrow for pull-down list of course names, scroll to find the course, and click to enter. (Elective courses appear in parentheses.)
5. Tab to Instructor #1 column, **enter** the last name, first name, middle initial (optional). No pull-down list is provided.
6. Tab to Credit column, click on arrow for pull-down list of credits, and click to enter.
7. If you offer additional courses not found on the pull-down lists and/or if you offer courses on a rotational basis, enter this information beginning in column AM. Look at top of screen to locate alphabetized columns.
8. Select your next career major and **repeat steps 2 through 7** until you have entered all of the course offerings information for each career major for School #1. If you offer any career majors not listed, please enter them at the bottom of the Career Major section and enter the course information.
9. When you have completed entering course offerings information for School #1, enter course offerings information for School #2. Click on the School 2 tab at the bottom of the screen. The action will take you to the School #2 worksheet to enter course offerings information for School #2. Also, you can access the School #2 worksheet by clicking on the District tab at the bottom of the screen and clicking on School #2. **Repeat steps 2 through 8.** Make sure information has been entered for each school identified on the district worksheet.

Special Comments Worksheet

Complete this section for any career major that is started in one school and completed at another school (i.e. a program begins in high school but is completed at an Area Technology Center).

Review, Print and Submit Information to KDE

To review, print and submit your Career Major and Course Offerings information to KDE, do the following:

1. **Once you complete your workbook, review each worksheet to make sure that you have entered your data correctly. To review each worksheet, click on File, Print Preview. This will give you a complete picture of the course offerings you are offering at each school. To print the worksheet, click on File, Print, and print your document. Please note that the school worksheet will be in small print due to the size of the document and must be printed on legal size paper.**

2. To submit your Career Majors and Course Offerings Information, click on File, Save As, and save the file using the following format:

**Your district name, COF, 2006 – Example: AppleCoCOF2006
AppleIndCOF2006**

**If you have more than 12 schools, identify the files using the following format:
AppleCoCOF2006(1), AppleCoCOF2006(2), etc.**

3. Click on File, then click on Send To Mail Recipient as Attachment, enter pvencill@kde.state.ky.us, (or find Pat Vencill on the global) and click send.
4. Submit information no later than September 30. You may send before that date. The sooner the COF is received, the sooner the Perkins approval process can be completed.
5. If you have questions, please contact: Pat Vencill at pvencill@kde.state.ky.us or at (502) 564-3775.